

INFO SUPPLIED BY: 7wb  
OAC/LDRC Initials

Team Leader, an Office Automation Clerk may assist you by supplying data from CofC Database (Current & History), PALM, and copies from Intranet, to determine type of request (second request, supersede, and/or reconsideration) and to determine if there were any errors made in decisions and/or publishing are attributable. Team Leader, check appropriate boxes below, key record (if necessary) and forward to JCWS, to order file and assign file to an LIE, to EXPEDITE.

MRD (for request attached to this cover sheet):        /        /        (Team Leader have LDRC, stamp same MRD on 10'

Information re most recent record in CofC database (Check Current & History)

CofC Issued: 6/28/03 CofC Denied:      /      /      Updated: Y / N Date:      /      /     

CofC.Issued for this record is attached to patent on Internet (circle one) Y / N

☐ Duplicate (same heading and corrections published/issued CofC on Intranet. (circle one) Y / N

☒ Second Request (another) requesting new/different corrections or additional corrections. TE/LEADER, DO NOT ORDER FILE. If necessary, call attorney/applicant for assistance in determining new/different corrections. Team Leader, key new a record on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. Place and count w CofCs keyed, same week, determine and note in to upper right hand corner if "P", "R", or "RTC".

Mark through any corrections on 1050, that were appropriately published; or JCWS assign to:

☐ Reconsideration    ☐ Supersede    ☐ Special CofC    ☐ Erratum    ☐ Expedite CofC

Team Leader, determine if a Request for a Corrected CofC (Supersede) or Reconsideration, due to error in decisions or keying, attributable to (check the appropriate box, below):

☐ RTIS      ☐ LIE: \_\_\_\_\_      ☐ OFFICE      ☐ ATTY.  
Keying Error      LIE Processing or      Error in Entry of Document      1.323 Consideration  
Decision Error      or Ex. Decision      or Petition Require.

If errors are attributable to LIE, use guidelines for appropriately notifying the LIE and recording errors (make copies supporting that the LIE made error, attach copies to this cover sheet, keep copies for your records, and forward copies to CBN, at the end of each month).

☐ JW or OL, locate request for CofC published on: \_\_\_\_/\_\_\_\_/\_\_\_\_ and return to: \_\_\_\_  
(Circle OAC Initials)

☐ Team Leader keyed record on on: \_\_\_\_\_ ☐ Post card Printed by Tasneem  
(Team Leaders, give all second requests to Tasneem, to print a post card.)

☐ JCWS, order file and assign or reassign to LIE/to: \_\_\_\_\_ /LIE, see your Team Leader for assistance.

Comments/ Instructions: \_\_\_\_\_

☐ SEE REVERSE SIDE, FOR ADDITIONAL COMMENTS/INSTRUCTIONS

(Revised 08/15/2003 cbn